

Definitions

BOARD

The Kentucky Technical (KY Tech) Education Personnel Board established in [KRS 156.840](#).

CERTIFIED EMPLOYEES

Those employees who fill school or educational assignments requiring the issuance of a certificate and are subject to personnel administration under [KRS 156.800](#) to 156.860. These employees are subject to personnel administration under KRS Chapter 156.

CLASSIFIED POSITION

A position status as merit system employees under the provisions of KRS Chapter 18A, which is under the jurisdiction of the State Personnel Cabinet and Personnel Board. Typical examples of the type of employee within the Department of Education who are included in the category of KRS Chapter 18A classified position are administrative specialists and maintenance workers.

DUAL EMPLOYMENT POSITION

Employees serving in two (2) positions as authorized by the Associate Commissioner of Career and Technical Education. An example of an employee in this type of position is one that typically teaches welding while being asked to also teach a class for industry- which is separate from welding. Dual employment is limited to a total of 420 hours per school year.

EMPLOYMENT LIST - 156

A list of qualified applicants eligible for employment, generated as a result of a request in connection with the filling of a 156 position.

INTERNAL MOBILITY SYSTEM

Current state employees (18A) interested in changing positions or being promoted may be placed in the Internal Mobility System. The employee must qualify for the position which they are applying. Additional information is available on the Kentucky Personnel Cabinet website: <https://extranet.personnel.ky.gov/Pages/Hiring.aspx>

P-1 EMPLOYEES

Employees that are hired through the 18A or 156 personnel system through Frankfort and have a Request for Personnel Position Action (P-1) generated as acknowledgement of their appointment.

PROBATIONARY PERIOD

All new employees serve a probationary period. An employee who does not satisfactorily complete the initial probationary period shall not be eligible for reemployment in that job classification.

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|------------------------|---|
| <i>KRS 156/KRS 158</i> | First 12 Months -- Initial Probation |
| | Following 36 Months -- Limited Status |
| | Beginning the 5th Year -- Continuing Status |
| <i>18A</i> | First six (6) Months -- Probation |

Definitions**RANKED HOURLY INSTRUCTOR**

Hourly instructors that work less than 100 hours per month, and have a current teaching certificate.

STATEMENT OF ELIGIBILITY - TYPES

- Statement issued as a result of someone successfully completing a specific course of study at a college or university and completing student teaching.
- Statement issued as a result of someone successfully completing the appropriate Teacher Testing process.

TEACHER TESTING

All of Kentucky's new occupation-based teachers who do not have a degree in the content area for which they are being certified, are required to meet the following testing requirements. Dependent upon the degree(s) held, testing may also be required for teachers who already hold a current teaching certificate (in-state or out-of-state) but are adding an occupation-based certification area.

1. National Occupational Competency Testing Institute (NOCTI) as identified on the EPSB CTE Assessment Order or have a current valid industry certification in the content area.
2. If the teacher applicant does not have ANY college hours on an official college transcript, the applicant will also be required to take an entrance exam and meet specified benchmarks.

TEMPORARY POSITIONS (156 ONLY)

Position that is established for a definite period of time, is limited to nine (9) months or less during a 12-month period. A letter is required justifying the need for the position and stating the definite period of time the position is needed.

REFERENCES:

KRS 18A
[KRS 156.800](#)
[KRS 156.840](#)

Adopted/Amended: 4/9/2024
Order #: VI.B